DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-4183 ((Rev. 3-03)

From: To : Commanding Office Via : Via : (District, MLC, or CC	•	ıard Engineerinເ	g Lo	gistic	s Cei	nter,	Baltii	more, M	MD					
INSTRUCTIONS: Submit original and four copies to District, MLC, or COMDT. District, MLC, or COMDT verify accuracy and completeness. Forw original to Engineering Logistics Center, Baltimore and copies to Commandant (G-SII), Human Resources Services and Information Center and Co Guard Institute to arrive at least 30 days prior to the effective date of change requested. A mail address may be a P.O. Box or street address and m include a city, state, and postal nine-digit ZIP code. The freight address cannot be a P.O. Box and must show a complete street address, city, state and nine-digit ZIP code of the facility.														
	l.	TO BE FILLE	ED I	IN BY ORIGINATING UNIT										
a. ACTIVITY ADDRESS CODE characters beginning with a Z	(Leave blank if n or N.	one authorized) S	Six	c. MAILING ADDRESS Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).										
b. TYPE OF CHANGE  ESTABLISH REVISE  MAIL ADDRESS  FREIGHT ADDRESS					ATU (2 digits):									
BILLING ADDRESS  DELETE FREIGHT ADDRESS MAIL, FREIGHT, AND BILLING ADDRESS  REASON CORRECTION CHANGE OF ADDRESS *REDESIGNATION OF UNIT *UNIT DECOMMISSIONED/DISESTABLISHED					e. FREIGHT ADDRESS (Must be used when 1c is a P.O. Box.) Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).  f. EFFECTIVE JULIAN DATE 5 digits in format YYDDD.									
*UNIT COMMISSIONED/ES		11		ATU (2 digits):										
* Cite Operating Facility Change Order in Section II g. STANDARD DISTRIBUTION LIST (Found in COMDTNOTE 5605) 2 character symbol.					h. BILLING ADDRESS Complete this block by using a 6 character Activity Address Code (beginning with a Z) of unit to receive billing. If block a. is a Navy UIC leave blank. Fill in 2 digit Administrative Target Unit (ATU).  ATU (2 digits):									
DATE				SIGNATURE										
	II.	DISTRICT, N	ILC,	OR	СО	MD	ГСС	MME	NTS					
1. Forwarded approval. Chang	e affects	DoDAAD and SD	L		sı	OL only	у		DoDAAD only					
2. Covered by OFCO No.	<u> </u>	(Whe	en ap	plicat	ole)				TELEBRONE NO					
Name and Telephone of Person to contact regarding this change		IAME					-		TELEPHONE NO.					
DATE	SIGNATURE BLO	DCK						SIGNA	ATURE					
III. ENGLOGCEN BALTIMORE USE ONLY														
Date received:	Port Designator (3 characters)	Transaction Code	1	2	3	4	Coo	le 440 c	check					
Received By:			'		٠	*	000	16 440 C	signature and	d date				
Standard Point Location Code (6 characters)	Air Terminal Identifier (3 Characters)	TA					Cod	le 280 T	TAC3 checksignati	ure and date				
	(S Characters)	TAC					Cod	de 330 o	overall verificationsi	gnature and date				

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b. TYPE OF CHANGE  ESTABLISH  MAIL ADDRESS  FREIGHT ADDRESS					ATL	J (2 di	gits):								
BILLING ADDRESS  DELETE  FREIGHT ADDRESS  MAIL, FREIGHT, AND BILLING ADDRESS  REASON  CORRECTION  CHANGE OF ADDRESS  *REDESIGNATION OF UNIT  *UNIT DECOMMISSIONED/DISESTABLISHED					e. FREIGHT ADDRESS (Must be used when 1c is a P.O. Box.) Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).  f. EFFECTIVE JULIAN DATE 5 digits in format YYDDD.										
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1. Forwar	ded approval. Chang	e affects	DoDAAD and SD	DL		SI	DL onl	у		Dol	DAAD only				
	d by OFCO No.	<u> </u>	(Whe	en ap	plical	ble)				l					
	Telephone of Person regarding this change	<u> </u>	NAME							TELEPH	ONE NO.				
DATE	S	SIGNATURE BLO	ОСК						SIGNA	TURE					
			I. ENGLOGO	EN	BAI	TIM	IOR	E US	SE ON	LY					
Date recei		Port Designator (3 characters)	Transaction Code	1	2	3	4	Cod	le 440 c	heck	sigr	nature and date			
	Point Location characters)	Air Terminal Identifier	TA					Cod	le 280 T	AC3 chec	k	signature and	l date		
		(3 Characters)	TAC					Cod	le 330 o	verall verif	ication —	signature	e and date		

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BILLING ADDRESS  DELETE  FREIGHT ADDRESS  MAIL, FREIGHT, AND BILLING ADDRESS  REASON  CORRECTION  CHANGE OF ADDRESS  *REDESIGNATION OF UNIT  *UNIT DECOMMISSIONED/DISESTABLISHED					e. FREIGHT ADDRESS (Must be used when 1c is a P.O. Box.) Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).  f. EFFECTIVE JULIAN DATE 5 digits in format YYDDD.										
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	d by OFCO No.	<u> </u>	(Whe	en ap	plical	ble)				l					
	Telephone of Person regarding this change	<u> </u>	NAME							TELEPH	ONE NO.				
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			I. ENGLOGO	EN	BAI	TIM	IOR	E US	SE ON	LY					
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	d by OFCO No.	<u> </u>	(Whe	en ap	plical	ble)			1	TEL EDUA	NE NO			
	Telephone of Person regarding this change		NAME							TELEPHO	NE NO.			
DATE	s	SIGNATURE BLO	DCK						SIGNA	TURE				
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Date recei		Port Designator (3 characters)	Transaction Code	1	2	3	4	Cod	le 440 c	heck	signature a	nd date		
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DATE	JONATUKE DL	JOR						SIGNA	ATORE										
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Date received:	Port Designator (3	Transaction Code						1- 440	all and										
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